



**The City of Santa Clara
California**

EMPLOYMENT OPPORTUNITY

ELECTRICAL ESTIMATOR# 32-08-437

Open/Competitive

MONTHLY SALARY RANGE: \$ 5,713 - \$ 6,926 (Longevity Pay up to \$ 7,099)

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

Minimum Requirements:

- Age: Minimum - 18 years
- Graduation from high school or possession of a GED; and
- Equivalent to completion of sixty (60) semester units in engineering or a related field from an accredited college or university.
- Experience in, and the ability to operate Computer Aided Drafting and Design (CADD) programs.

Possible Substitutions:

Experience as an estimator, engineering assistant, or engineering technician in a public or private electric utility may be substituted for the required college coursework on a year for year basis (30 semester units being equivalent to one year of experience).

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

LICENSE(S) AND OTHER REQUIREMENTS: Applicants, at time of filing application, must possess:

- Possession of an appropriate, valid California Class C driver's license is required at time of application and for the duration of employment.
- A medical examination will be required prior to appointment.
- Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.
- Must be able to perform all of the essential functions of the job assignment.

DISTINGUISHING CHARACTERISTICS OR SPECIAL CONDITIONS:

Under general direction performs sub-professional engineering office and field work involving laying out plans and specifications for construction and maintenance of electric utility distribution facilities, preparing cost estimates, obtaining easements and right-of-ways and does related work as required.

APPLICATIONS:

An "on-line" Employment Application and Supplemental Application can be downloaded from the following website address:

http://santaclaraca.gov/hu_resources/job-opportunities.aspx or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

FINAL FILING DATE:

To be considered for this position, candidates must submit application packets that include all of the following: **1) Employment Application 2) Supplemental Application, AND 3) a detailed résumé**; applicants who do not submit all required application materials will be **disqualified** from the examination process. Application packets must be received by the Human Resources Department, City Hall, West Wing-Lower Level, 1500 Warburton Ave., Santa Clara, CA, 95050 **no later than 5:00 p.m. Thursday, June 12, 2008.** FAX number is (408) 247-5627.

EXAMINATION WEIGHT/DATE:

Written Examination	- 70%	Saturday, June 21, 2008 (tentative)
Oral Examination	- 30%	Week of July 7, 2008

May 15, 2008
DATE OF ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

32-08-437
RECRUITMENT NUMBER

ELECTRICAL ESTIMATOR #32-08-437 (continued)

Candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. A department interview will be required prior to appointment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Methods, materials and equipment used in construction and maintenance of overhead and underground electric distribution facilities; pertinent laws, rules, regulations, codes and safety orders; theory and principles of electricity as applied to circuits and wiring systems; environmental and safety practices, procedures and standards; principles of cost estimating; mathematics commonly used in electrical estimating including algebra, geometry and trigonometry; Computer Aided Design and Drafting tools (e.g., AutoCAD) and techniques. **Ability to:** Interpret pertinent laws, rules, regulations, codes and safety orders; demonstrate proficient computer skills; plan and lay out installation of new electrical facilities; prepare electrical plans and specifications, and make accurate estimates of time, costs, and quantities for construction, installation, and maintenance of electric distribution facilities; effectively handle multiple priorities, organize workload, and meet strict deadlines; make mathematical calculations commonly used in electrical estimating; make field observations and transfer the information to design drawings; prepare drawings utilizing computer aided drafting tools; negotiate easements and right-of-way; work cooperatively with those contacted in the course of work, including the general public and City employees; work in a team-based environment to achieve common goals; communicate clearly and effectively, both orally and in writing; understand and carry out oral and written instructions; read, interpret, and work from plans, diagrams, and sketches; prepare routine correspondence; maintain accurate records, files, and reports; perform work indoors and outdoors throughout the year; walk or stand for extended periods of time; bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties; lift 175 pounds, with assistance, once or twice a week.

TYPICAL DUTIES:

Each position in this classification may not include all of the duties listed below, nor do the examples cover all duties that may be performed:

Under supervision: Prepares plans and specifications of electric utility distribution plant construction, maintenance or removal, such as underground residential/commercial developments, overhead and underground main feeder systems and transformer, capacitor, switching equipment installations or replacement; designs street lighting systems and prepares construction drawings; prepares sketches of work to be performed, including instructions for installation of materials and location of poles, anchors, guys, conduit systems, vaults, service boxes, transformers, etc.; determines proper cable and wire sizes, transformer sizes and combinations for given loads on the distribution system; prepares cost, time, and material estimates for the construction, repair, rearrangement, and maintenance of overhead and underground utility facilities including distribution, street lighting, and metering, in accordance with the Public Utilities Commission (PUC) General Orders and City construction standards; conducts field surveys of project sites to determine the location of electric and other facilities and the impact of proposed changes; determines easement requirements and initiates easement requests; reviews and comments on building and public improvement plans; works with developers, consultants, contractors, property owners, and other utilities on proposed additions and changes to the City's electric utility system; communicates in writing with developers, consultants, contractors, property owners, and other utilities regarding construction responsibilities and provides customer information to the utility billing division; responds to questions and concerns from the public regarding the electric utility's activities/system and provides information related to methods and standards; maintains appropriate records of electric system facilities; prepares routine correspondence and performs other related duties as assigned.

VETERAN'S PREFERENCE POINTS:

This position qualifies for Veteran's Preference Points. Applicants who have separated from service (Active Duty Status) must submit proof of honorable discharge (Form DD214) with their application at time of filing.

BENEFITS:

The City participates in the California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security. A summary of benefits for this position may be obtained online at <http://santaclaraca.gov/pdf/benefitunits/BenefitInfo3.pdf> or from the Human Resources Department.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
1500 WARBURTON AVENUE
SANTA CLARA, CA 95050